

## **OTTAWA TOWN BOARD**

### **Meeting Minutes – March 12, 2018**

Chairman Rupp called the meeting of the Ottawa Town Board to order. Roll call attendance was taken, and Town Supervisors Graham, Casper, Wiedenman and Jones were all present.

The Treasurer's monthly activity report was reviewed. Supervisor Jones asked about moving money from surplus to other set-aside accounts. That usually takes place after the Town's Accountant, Howard Jeanson, reviews the annual financial statement with the Board members.

Supervisor Wiedenman made a motion to accept the Treasurer's monthly activity report as presented. His motion was seconded by Supervisor Casper and carried.

After review, Supervisor Graham made a motion to accept the Building Inspector's monthly report as presented. His motion was seconded by Supervisor Wiedenman and carried.

After review, Supervisor Jones made a motion to accept the Town Engineer's status report as read. His motion was seconded by Supervisor Graham and carried.

A Waukesha County Sheriff's Deputy stopped in. He didn't have anything for the Board, and they had nothing for him.

Scott Construction submitted a new proposal for single seal over hard surface with black boiler slag aggregate to be applied to Gramling Circle (CTH Z to end), and Deer Hollow Ct. (Ridgeway to end) with a total cost of \$13,337.00. Chairman Rupp said that the proposal was good for 30 days, and suggested that the Board could look at it again, at the April Town Board meeting, as we should have Ruekert and Mielke's bid package by then.

Supervisor Graham made a motion to table Scott Construction's proposal to overlay black boiler slag aggregate on Gramling Circle and Deer Hollow Ct. This item will be revisited at the April Board meeting. The motion was seconded by Supervisor Jones and carried.

Western Lakes Fire District Chief Brad Bowen updated the Board on department activities.

Attorney John Macy was present to review procedures in the areas of open meetings, budget, ethics/conflicts of interest, ordinances, appointments and public records.

At the February 12, 2018 Town Board meeting, Hunters Lake resident Al Hazle prepared a question for the Board members under public comment: "Do qualified/CBCW trained volunteer inspectors require the Town of Ottawa Board's permission to conduct watercraft inspections at Town owned launch ramps"? This item was placed on the March agenda for discussion and possible action.

Chairman Rupp said that it would be a good show of support from the Town, but we also take on the liability. Robert Flosbach, a Hunters Lake resident was present, and said that the CBCW program should be taken seriously by the Town, and the Board should not just look at the

liability. Attorney Macy said that we need a policy. He suggested that the Board have Lake Districts come in with a policy. Supervisor Jones made a motion to have each Lake District come up with a draft policy that the Board can review or change. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Wiedenman reported that he received 2 more proposals to have the 2 public accesses on Pretty Lake, and 1 public access on Hunters Lake surveyed. Lake Country Engineering proposed a cost of \$6,420.00. Kettle Moraine Surveying proposed a cost of \$2,200.00. Supervisor Wiedenman previously received a proposal from Ruckert and Mielke for \$7,650.00.

Chairman Rupp asked why they needed to be surveyed. She wanted to make sure that spending Town money on the project was justified. Supervisor Casper said that the surveys were necessary in order to enforce boundaries. Supervisor Jones said that the surveys were a starting point, if the Board was going to get serious about the 3 boat launches. Supervisor Casper added that they could not park on the neighbor's lawn to conduct inspections.

Supervisor Jones made a motion to hire Kettle Moraine Surveying to move forward on surveying the 3 public boat launches. His motion was seconded by Supervisor Wiedenman. Chairman Rupp voted no. The motion carried.

The Town Clerk received a request from Holtger Bros, Inc, to change the letter of credit we have with them at Nicolet Bank to a cash account with BMO. Holtger Bros, Inc. is a contractor who does work for Centurytel. Supervisor Jones made a motion in support of Holtger Bros Inc request for a cash deposit versus a letter of credit, and directed the Clerk to work with Attorney Macy to make that happen. His motion was seconded by Supervisor Casper and carried.

The Clerk reported that the security cameras are not doing what we hoped they would do. One of them had to be turned off, as it could not hold onto the internet signal generated from the Town Hall. Also, when the recordings are played back, the picture is fuzzy. Brew City PC, who did the installation of the cameras that the Town had previously purchased, and additional equipment, suggested some options for a solution to our problem. The Clerk asked the Board to weigh in, as she was unsure as to how to proceed.

Supervisor Jones made a motion to table this item to the April 12, 2018 meeting. He said that he would contact Kevin Brendel, the owner of Brew City PC to discuss the matter in the interim. His motion was seconded by Supervisor Graham and carried.

Supervisor Jones made a motion to approve a 60 month rental agreement with Pitney Bowes, for a postage meter, at a cost of \$144.06 per quarter. His motion was seconded by Supervisor Casper and carried.

The Town Chairman and Clerk prepared a list of changes that should be made to Town Ordinances as follows:

#### Section 1.02 - Appointed Officials

Add Deputy Clerk/Treasurer to list of appointed officials

#### Section 1.15(1) - Planning Commission

Remove sentence: *In addition, the Town Board Supervisor who is authorized to perform the duties of the Town Chairman at Town Board meetings pursuant to Section 2.04(2) of this Code shall be an alternate member of the Plan Commission to serve as a member of the Plan Commission in the absence of any Plan Commission member, and to serve as presiding officer of the Plan Commission in the absence of the Town Chairman.*

Add sentence: *In the event of the absence of the Town Chairman, an alternate shall be chosen per Robert Rules of Order.*

#### Section 2.02(2) - Regular Meetings

Change Town Board meeting time. *Regular meetings of the Town Board shall be held on the second Monday of each calendar month at 6:00 P.M.*

#### Section 2.04(2) – Absence of Chairman

Remove reference to Supervisor Gary Goodchild: *If the Town Chairman is absent at any meeting, the duties of the Town Chairman at the meeting shall be performed by Supervisor Gary Goodchild, or if such Supervisor is absent, by a Town Supervisor selected by the Board at the meeting.*

Add: *If the Town Chairman is absent at any meeting, the duties of the Town Chairman at the meeting shall be performed by a Supervisor who is appointed by the Town Board.*

#### Section 2.08 – Official Newspaper

Remove sentence: *The Index is hereby designated the official newspaper of the Town of Ottawa.*

Add sentence: *The Milwaukee Journal Sentinel Lake Country NOW publication is hereby designated as the newspaper that should be used by the Town Clerk when publication is required.*

#### Section 3.09(1) – Disbursement of Town Funds

Remove sentence: *The duly elected Town Clerk/Treasurer or in his or her absence, the duly appointed Deputy Town Clerk/Deputy Town Treasurer.*

Add sentence: *The duly appointed Town Clerk/Treasurer or in his or her absence, the duly appointed Deputy Town Clerk/Deputy Town Treasurer.*

#### Section 3.09(2) – Disbursement of Town Funds

Remove sentence: *The Town Chair or in his or her absence, the Town Supervisor who would perform the duties of the Town Chairman in the absence of the Chairman at a Town Board meeting, pursuant to Section 2.04(2) of this code.*

Add sentence: *The Town Chair or in his or her absence, the Town Supervisor who is appointed by the Town Board.*

#### Section 11.02 – Mandatory Recycling Program

11.02(2)(C) Definitions: *Remove oil and kerosene from list trash items.*

#### 11.02(4) – Source Separation:

Remove sentence: *The following items shall be source separated as recyclables and shall not be sent to the landfills.*

Add sentence: *The following items shall be separated as recyclables and shall not be sent to the landfills.*

11.02(5)(a) – Non-Collectables

Remove: *Over 3" in diameter*

Add 11.02(5)(f): *Electronics: Televisions, computers, monitors, cell phones, tablets, DVD players, VRS, Video players.*

Supervisor Casper made a motion to send all proposed changes of any ordinance to the Town Attorney for his input and come back to the Board after that time. His motion was seconded by Supervisor Wiedenman and carried.

Chairman Rupp explained that Dousman Village President Jack Nissen and she had spoken, and they would like to have a surveyor determine where both the Village and Town boundaries begin and end on Gramling Lane. Dousman is willing to cost share. Continental Survey said they could set 2 iron pipes to mark the location at a cost of \$955.00. Supervisor Jones asked if there was anybody cheaper. Supervisor Wiedenman said that he would reach out to Kettle Moraine Surveying and ask them to quote the job.

Supervisor Wiedenman made a motion to table this item to the April 12<sup>th</sup> meeting. His motion was seconded by Supervisor Jones and carried.

Chairman Rupp explained that when Gerry Powell retired, Ruekert & Mielke assigned Dave Arnott as our new Town Engineer. The Board has not been very happy. He has little municipal experience and the Town is being charged for his education. Chairman Rupp spoke with Steve Wurster, Senior Vice-President, COO, and Client Team Leader for Ruekert & Mielke and expressed her displeasure with the current situation. He suggested a meeting with representatives from Ruekert & Mielke.

Supervisor Jones made a motion to authorize the Town Chairman to meet with the Engineering firm at a time convenient for more than one person. Supervisor Graham seconded the motion. Supervisor Jones amended the motion, by adding that only Ruekert & Mielke leadership should attend the meeting, not the Engineers. Supervisor Graham approved the amendment. The motion carried.

The work that the Town is required to complete at the Mill Pond Dam site, following the inspection in 2015 is still not done. Dave Arnott said it would look really bad if the work was not done before we have another inspection done this year. Chairman Rupp asked the Board if they should wait until after this year's inspection and see if more work needs to be done. We could do it all at once after the inspection.

Supervisor Jones asked the Chairman to ask Ruekert & Mielke to move forward with the required work that needs to be done at the Mill Pond Dam, even if it means using a different contractor to get the work done. His motion was seconded by Supervisor Graham and carried.

Robert Flosbach said that Hunters Lake would conduct their annual meeting in May, so he couldn't get back to us until June. He thanked the Board for their support.

Under correspondence, the Board was informed that the Pretty Lake Protection and Rehabilitation District received a grant for \$5,500.00, which they will use toward having a weed survey of the lake completed.

Supervisor Wiedenman made a motion to approve the minutes from the meeting held on February 12, 2018, as read. His motion was seconded by Supervisor Jones and carried.

Supervisor Graham made a motion to pay the bills as listed, in addition to payroll and withholdings for M Klein and L Geyman, poll workers, and Cardmember Services. Supervisor Jones seconded the motion and it carried.

Supervisor Jones made a motion to adjourn. His motion was seconded by Supervisor Graham and carried.

Respectfully submitted, Melissa M. Klein, WCMC, Clerk/Treasurer, Town of Ottawa

This is a draft version of the minutes subject to Town Board approval.